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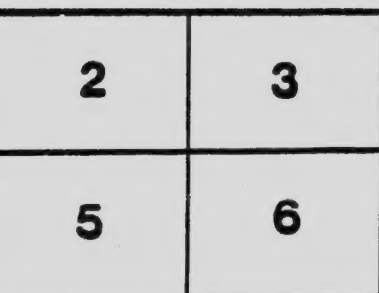
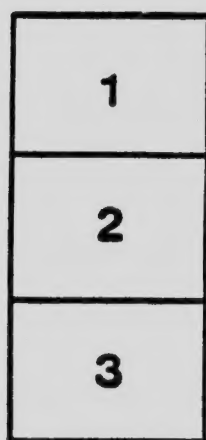
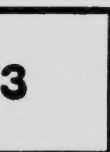
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HANDY BOOK ON **TACTICS**

For Young Officers and N.C.O.'s
attending School of Infantry,

By
J. Coleman
Q. M. Sgt. Inst. R.C.R.

1916
College Press Limited, Toronto

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DEDICATED

TO THE MEMORY OF A
FALLEN COMRADE

Sgt. MAUD ADAMS, R.C.R.

KILLED IN FRANCE
1915

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INTRODUCTION

Whilst looking over some old papers one day I was struck by the simple form in which the matter concerned was arranged, and I thought that the papers would be of some use to my comrades if they could obtain them. I decided to have them published in a handy form so that a soldier could carry the book in his breast pocket. The majority of these papers were written by the late Company Sergeant-Major Adams, R.C.R., and Q.M. Sergeant Instructor D. Butler, R.C.R., of the School of Infantry. I have included in the book some examination papers, which have been used in the School of Infantry, and I think they will be of use to the student, whether officer or N.C.O., attending the School of Infantry, 2nd Military District.

FIELD SERVICE REGULATIONS, PART I.

CHAPTER I.

Fighting Troops and Their Characteristics

Q. State briefly what you know of the special functions in the field of Cavalry, Mounted Infantry, Field Artillery, Infantry, Engineers and Cyclists.

A. Cavalry act by fire and shock action, and having great mobility can combine attack and surprise, and are very useful for obtaining information.

Mounted Infantry act by fire and, having great mobility, can be moved from one part of the field to another by the commander and thus enable him to take advantage of opportunities which he would otherwise lose.

Field Artillery, by reason of its heavy and rapid fire, assists the infantry to gain superiority of fire and thus close to the assault, which is the climax of the attack.

Infantry though slow of movement, is less affected by darkness than other troops and can move over any kind of ground; and by making use of the fire of that part of the line which is not moving to help forward that part which is, it can increase its mobility. It acts by fire and shock action and can engage the enemy at a distance or hand to hand.

Engineers, with their special technical knowledge, lay the means of communication, i.e., roads, bridges, lay telephone and telegraph lines, look after railways, etc., also help with their

special technical knowledge the building of works for the defence of a position.

Q. When can the full power of an army be exerted?

A. Only when all parts act in close combination.

Q. Give the different ranges and the names applied to them.

A.	Rifle	Fd. Art.	Hvy. Art.
Distant....	2800-2000	6500-5000	10000-6500
Long.....	2000-1400	5000-4000	6500-5000
Effective...	1400- 600	4000-2500	5000-2500
Close.....	600 and under	2500 and under	2500 and under

Lateral effect of shrapnel shell is 50 yards.

Forward effect of shrapnel shell is 200 yards.

Effect of a high explosive shell is 25 yards radius.

CHAPTER II.

Intercommunication and Orders

Q. (a) How is intercommunication provided for in the fields?

(b) Why is its constant maintenance between the various parts of an army of such vital importance?

A. (a) By means of the Army Signal Service, Regimental Signallers, Air and Postal Service, Orderlies, Relays, etc.

(b) Because on this the possibility of co-operation depends to a great extent.

Q. How are the orders of a commander made known?

A. By (1) Standing Orders; (2) Routine Orders; (3) Operation Orders; and (4) Messages.

Q. What principles should guide an officer in deciding upon his course if he considers the local situation renders the precise execution of his orders unsuitable?

A. A departure from the letter of the spirit of an order is only justifiable when he bases his decision upon some fact that is unknown to the officer who issued the order. And an order should never be departed from when the issuer can be reached.

Q. How should field messages and reports be written?

A. As clearly and concisely as possible.

Q. Give the form of a field message.

A. To "A" Company. No. of Message.....

Place..... Date.....

About 50 of enemy behind bush on right flank.

Time, 2.30 p.m. From Commander No. 2 Section.

How sent, *Orderly*. Place.....

Q. How does the bearer of a field message act?

A. He carries the message as quickly as possible to the place where the address can be found and calls "Message for" in a loud voice. He should obtain a receipt.

CHAPTER III.

Marches

Q. What is meant by march discipline?

A. Everything that affects the efficiency of man or horse during a march and a good marching depends upon the attention paid to the same.

Q. What are the normal march formations of Cavalry, Infantry and Artillery?

A. Cavalry and Mounted Infantry in column of section or half-sections, i.e. two or four men abreast.

Infantry in column of fours.

Artillery in column of route i.e. waggons and guns in single file.

Q. What distance should be maintained between units on the march?

A. In rear of each infantry company, 6 yards.

In rear of battalion, 10 yards.

In rear of each brigade, 30 yards.

Q. What distance can (a) a large force and (b) a small seasoned force march per day?

A. (a) About fifteen miles; (b) about twenty-five miles.

Q. What is meant by forced march?

A. A march with longer duration between halts, and not an increase of pace. Before men are taken on a forced march the object of the march should be explained to them.

Q. What is meant by "The Starting Point"?

A. A point fixed in orders for the head of the main body to pace at a given time.

Q. What happens on the signal "to halt" and "fall out" being given?

A. The troops halt and fall out on the left of the road.

Q. How do infantry act when crossing a bridge?

A. They break step.

Q. What depths are fordable?

A. Infantry, 3 feet; Cavalry, 4 feet; Artillery, 2 feet 4 inches.

Q. What consideration affects the selection of sites for camps and bivouacs?

A. Should be dry and on grass if possible. Avoid steep slopes; gentle slopes facilitate drainage; woods with undergrowth, valley bottoms, and newly turned soil are unhealthy. Clay is damp. Ravines and water courses are liable to flood. Good water supply. Facilities for obtaining water, forage, etc.

Q. How is the water supply usually marked?

A. White flag for drinking. Blue flag for animals. Red flag for washing.

Q. How are they arranged?

A. Drinking above the animals and washing below.

Q. What are the general rules for bivouacs?

A. By day infantry pile arms of the alarm post and lay their equipment by them. At night they sleep with their arms and equipment by them or fully equipped.

CHAPTER IV.

NOTES ON TRAINING

SHORT LECTURE ON THE ATTACK

We will suppose that a company has been sent out to practice the attack.

On arriving on the ground allotted to him the O.C. may find an ideal piece of ground with small undulations, good cover, creeks and strips of woodland, culminating at a distance of some two or three miles in a well defined ridge, on which the enemy may be supposed to have taken up a position.

Or he may find, as unfortunately is more often the case, that he has to do the best he can with an absolutely flat piece of ground extending for half-a-mile at the outside.

In order to illustrate the system under which the attack should be practised, we will assume to start with that a suitable piece of ground has been allotted; we will then proceed to show how the same system can be adapted to less favorable ground.

The first thing is to make up some simple scheme, for instance:

1. The company is on the right of the leading half-battalion and has been ordered to attack that part of the enemy's position, which lies between two easily distinguished points.

In this case the company would be told off with half in the firing line and half in support, the local reserve being imaginary.

Or (2) a company acting as escort to a small convoy finds the road blocked by a small hostile force, which the O.C. decides to drive off.

In this case the Firing line and Support would be formed by one half the company and the Reserve by the other.

PRELIMINARY INSTRUCTION

The first thing is to give the company a short lecture explaining the scheme and how you propose to carry out the attack. This will be founded on the following notes:

PHASES OF THE ATTACK

The attack of a position may be divided into seven phases:

1. Reconnaissance.
2. The advance under Artillery Fire.
3. The advance under distant and long Rifle Fire.
4. The advance under effective and close Rifle Fire.
5. Establishment of Fire superiority.
6. The Assault.
7. Occupation and Defence of the Captured position.

RECONNAISSANCE

When the ground is very open you can usually see the part of the enemy's position you have to attack and most of the intervening ground, but for the sake of practice scouts should always be sent out and made to report on what they can see of the enemy's position, on the most favorable positions for obtaining fire superiority and the best lines of advance to these positions.

DISTRIBUTION OF THE SCOUTS

The company scouts should move out in two parties, one straight towards the enemy's position and the other on the exposed flank or, in the case of a company acting alone, on the flank on which you intend to make your main attack.

Each party should consist of three men, one well forward to reconnoitre the ground and protect the remainder of the party from surprise; one in command to make reports and sketches; and the third to signal or return with the information obtained.

These are sometimes called the "eyes," "brain" and "legs" of the party.

The N.C.O. will exercise a general supervision over both parties.

ACTION OF SCOUTS

In the first instance the scouts should be taught to advance to a certain line and then to report what they have seen. They should then go on until they would naturally expect to be stopped by the enemy's fire.

This will probably be the time from which the attacking force will have to open fire.

They need not be stopped on the same line; for instance the party in front may have reached the last bit of cover and come under heavy fire directly they try to move, but the party on the flank may still be able to work forward up a creek or through patches of woodland.

In any case when a party is finally stopped, the men should lie down and wait till the firing-line comes up, when they will rejoin their companies. A report should always be sent in from this point.

ADVANCE UNDER ARTILLERY FIRE

Modern Field Artillery can fire up to three or four miles, so that it is unsafe in open ground to advance nearer than this to the enemy's position in close formation.

Experience shows that the best formation to adopt, when exposed to artillery fire only, is a series of irregular lines of Platoons or Sections in column of fours or single file at intervals of at least fifty yards across the front and 200 yards from front to rear.

There are two reasons for this:

1. The Artillery find that such a formation is much more difficult to range on than a long line in extended order.

2. The burst of shrapnel covers a space of 25 yards in width by 200 yards in depth, so that with the intervals given above a shell striking one section will not touch any of the others.

The officers commanding the company and platoons move where they can best supervise the advance of their platoons and sections, i.e., see that they keep their direction and intervals, and do not get into line or follow exactly behind each other.

ADVANCE UNDER DISTANT AND LONG RIFLE FIRE

When the advancing infantry get to within 2,800 yards of the position, it is no longer safe in open ground to advance in any sort of close formation. The leading Platoons or Sections will then extend, under cover if possible and advance in one general line at about two paces interval, until they reach a point, usually about 1,400 yards from the enemy's position, from which it is no longer possible to advance without covering fire.

As the supporting Platoons or Sections come under rifle fire, they will also extend, forming a second line about 200 yards in rear.

The local reserves will eventually be obliged to form third and fourth lines at about the same distance.

Platoon and section Commanders will see that their men keep the general direction and their extension. The Co. C.O. will be with the supports or local reserve as the case may be.

ADVANCE UNDER EFFECTIVE AND CLOSE RIFLE FIRE

When you get to within about 1,400 or 1,500 yards of the position, the enemy's fire begins to be fairly accurate, if not interfered with. The only way to get on now is to keep their heads down.

The rest of the Advance is therefore carried out on the principle of mutual co-operation.

First of all the whole of the firing-line will halt in a general line on the best available ground and open a steady fire on the enemy's trenches as far as they can be located.

The use of combined sights (Musk. Regns., Part I., Section 34) will assist in this, because, even if nothing can be seen of the trenches, a range will be found which produces at least a slackening of the enemy's fire, showing that your own fire is fairly effective.

Meanwhile the Officer in Command will select the next fire position, perhaps 200 or 300 yards in advance, and, when the enemy's fire slackens a little, one Platoon or Section will advance by short rushes to this next position, each rush being covered by rapid fire from the other section.

Rushes of from 25 to 50 yards are best, as the men do not get blown and are only on their legs long enough to allow the enemy to get in one aimed shot. After each rush the men should halt long enough to get their breath, but should not be allowed to fire until they reach the selected fire position, unless the fire of the supporting section is so ineffective as to make further advance impossible. This should not be the case until the firing-line get within about 600 yards after which the ground on which each rush ends will become the new fire position, and the rushes will be carried out by squads, instead of sections.

As each fire position is reached, the leading Platoon or Section will open fire, and, as soon as their fire begins to be effective, the other Platoon or Sections will advance by rushes covered by the fire of the leading Platoon or Section, and so on.

The points to look out for are:

(1) That the rushes are not too long and that the men get up and down quickly.

(2) That each man selects a good fire position for himself and at the same time takes care that he neither gets in front of or behind a comrade.

(3) That the objective and range are passed along the firing-line by the Platoon or Section Commander at each fire position, that sights are properly adjusted, and the fire properly controlled, the number of rounds for each burst of rapid fire being given.

(4) That Commanders lead their Platoons or Sections, and that the men lie down more or less in line with them at each halt.

(5) That when the fire position is on a ridge, the men halt under cover and creep up to the brow.

(6) That the range is passed along to the sections coming fresh to the fire positions.

EMPLOYMENT OF SUPPORTS AND LOCAL RESERVE

As casualties occur in the firing-line, the supports will be sent forward by the O.C. Company, a few men or a section at a time. These reinforcements will advance by rushes straight to their front, and will come under the command of the senior N.C.O. in the part of the line they reinforce. He will then call out, "From Private ————— to the right (or left) my Section," N.C.O.'s in other parts of the line acting in the same manner.

During the early part of the advance the local reserves would be employed in entrenching each fire position as far as possible against counter-attack, but will eventually be sent forward into the firing-line as reinforcements, after all the supports have been used up.

ESTABLISHMENT OF FIRE SUPERIORITY

The establishment of fire superiority begins at the first fire position, where it is necessary to beat down the enemy's fire to a certain extent before a further advance can be made.

At each successive fire position this is necessary to an ever increasing extent, until at the final fire position, some 150 to 200 yards from the enemy's position, every available man is brought into the firing-line, and the enemy completely cowed by rapid and accurate fire.

In order to avoid any slackening of the fire at this critical time, bayonets should be fixed before reaching the final fire position.

THE ASSAULT

When the enemy's resistance shows sufficient signs of weakening, the attacking troops will assault.

It is obviously impossible to expect men to go at top speed for 200 yards, so they should be taught to advance at the double, keeping well together, up to within 40 or 50 yards of the trenches, and then to charge, every man being imbued with the one idea of getting his bayonet "home" before any of his comrades.

OCCUPATION AND DEFENCE OF THE CAPTURED POSITION

After the assault the Company should be taught to occupy the captured position at once, so that they can not only pursue the enemy with effective fire, but also be prepared to resist a counter-attack.

At first the position must be occupied by the men who have carried out the assault, each body taking its orders from the nearest officers and N.C.O.'s, but gradually Platoons and Sections must be reformed, and, if no further advance is ordered, the defence and entrenching of the captured position properly organized.

CRITICISM

The Company should now be formed up and all mistakes pointed out. If there is time, it is very advisable to repeat any phase of the Advance which may have been particularly badly carried out.

But criticisms of the operations should not be confined to the final conference. At each fire position or stage of the advance errors should be pointed out so that all ranks may really be learning something **all the time**.

A good plan is to post an officer or experienced N.C.O. in the enemy's position with a signalling flag. This flag serves two purposes.

If the flag is waved slowly, the men know that they are under fire, but they are getting along as well as possible under the circumstances.

When the flag is waved vigorously, it is a sign that the men are exposing themselves unnecessarily, are bunching, or getting up and down too slowly, thus offering a good target to rapid fire. After a vigorous wave the flag should be pointed at the culprits for a few seconds.

CHAPTER V.

Protection

Q. What is meant by protection?

A. The service whereby a commander arranges to secure his command from surprise from every direction from which attack is possible, on the move and at the halt, by day or night.

Q. How is local protection provided on the march?

A. By advanced guards which may be from a quarter to an eighth of the force. By flank guards which may be from a third to a fifth of the force, and by rear guards.

Q. How is an Advanced Guard divided?

A. Into Van Guard and Main Guard. The Van Guard finds flanking parties and parties to go in front and search the ground for the enemy, and the remainder move in support to receive these parties if they are driven in. This Van Guard is in turn supported by the Main Guard. Therefore the duty of the Van Guard is reconnaissance and the duty of the Main Guard is fighting. Communication must be kept up between the different parts of the Advanced Guard and the Advanced Guard and the main body.

Q. How many kinds of flank guards are there?

A. Two—stationary and moveable.

Q. How many kinds of rear guards are there, and how do they differ?

A. Two—Rear guards to a force advancing and rear guards to a force retiring. A rear guard to a force advancing, if there is no danger of attack in rear consists of a few infantry to pick up stragglers and some mounted men for scouting. If there is any danger of attack it will consist of all arms of the service. A rear guard to a force retiring is a fighting force and consists of all arms of the service.

Q. What are the duties of a rear guard to a force retreating?

A. To relieve the retreating force of the pressure of the enemy's pursuit by impeding the enemy's advance.

Q. How does it carry out its mission?

A. By compelling the enemy to halt and deploy for attack as often as possible.

Q. How is this carried out?

A. By taking up a succession of defensive positions which the enemy must deploy for attack before he can advance.

Q. What expedients might be used to impede the enemy's advance?

A. Block narrow roads; render fords impassable; demolish bridges; sink; move or burn boats; and if the wind is blowing towards the enemy set fire to the country.

Q. What are the most important points in occupying a rear guard position?

A. They should show as strong a front as possible to the enemy, and have good lines of retreat. Artillery should open fire at long ranges.

Q. How are the troops protected when at rest?

A. By outposts; or if the enemy is close at hand and there is no room for outposts, by sentries and patrols.

Q. What are the duties of outposts?

A. To guard against surprise, and in the case of attack to give the commander of the force protected time to make his dispositions for action. The first duty, therefore, is reconnaissance and the second resistance.

Q. How far out should the outposts be?

A. Far enough to prevent the enemy shelling the main body from effective artillery ranges (4,000 yards).

Q. What are the first principles of outpost duty?

A. To see and hear without being seen or heard.

Q. How is this carried out?

A. All troops on outpost duty must be as quiet as possible and be carefully concealed.

Q. How is an outpost company divided?

A. Into supports, picquets, sentry groups and, if necessary, detached posts.

Q. What do you mean by picquets, supports, sentry groups and detached posts.

A. The picquets form the line of resistance of the outposts and should entrench. The supports are part of the company kept in rear to support the picquet. Sentry groups are groups of three or six men thrown out in front to warn the picquet of the approach of any body of troops, and to prevent the enemy's scouts penetrating the outposts' lines. Detached posts

are posts thrown out to the front or to a flank to watch some place where the enemy might collect without being seen from the rest of the outpost line.

Q. Give the duties of a sentry and the information he should get.

A. He is told the front he has to watch and the names of all villages and towns in view of his post, and where all roads lead to; also the position of the sentry on his right and left. He is to remain under and keep a close watch on his front and warn his group if any one approaches the lines.

CHAPTER VI.

Information

Timely information regarding the enemy's dispositions and the topographical features of the country is an essential feature of success in war.

Q. What is meant by reconnaissance?

A. The service of obtaining information of the topographical features and resources of a country and information of the enemy.

Q. Define (a) Strategical reconnaissance; (b) Tactical reconnaissance; (c) Protective reconnaissance.

A. (a) Required before the armies are within striking distance to gain information on which the commander can base his strategical plan. (b) Required when the armies are within striking distance to find out the tactical disposition of the enemy. (c) Ensures the protection of the force at all times.

Q. How are the above carried out?

A. (a) By the independent cavalry. (b) By the cavalry assisted by other mounted troops protective. (c) By the divisional mounted troops assisted by infantry.

Q. How is the tactical reconnaissance carried out by patrols?

A. Those employed on this duty must be highly trained, have considerable technical knowledge, be quick and intelligent observers, and have good judgment and determination. They should try and gain numbers, etc., can easily be calculated.

CHAPTER VII.

MAP READING AND FIELD SKETCHING

Q. 1. What is the difference between a Military Map and "a Field Sketch?"

A. The former is the work which any officer or N.C.O. ought to be able to "read" with ease. The latter which they should be able to execute.

Q. 2. To "read" a map what is necessary to be known and understood?

A. (1) The scale of the map. (2) The different ways of showing "Hill Features." (3) The position of the North Point. (4) The meaning of the Various Conventional Signs used.

Q. 3. What does the scale denote?

A. The proportion that the distance between any two points on the map or sketch bears to the distance between these two points on the ground.

Q. 4. How many different ways may the scale be shown?

A. (1) In writing, viz.: 1 inch to 1 mile; or 2 miles to 1 inch. (2) A representative fraction or R.F. i.e., $1/63,360 = 1 \text{ ins. to } 1 \text{ m.}$, (3) or by a scale, i.e., a line divided into several equal parts showing primary and secondary divisions. A scale enables you to read distances on the map easily. For military purposes they should be constructed to read hundreds of yards.

Q. 5. How long are scales usually drawn?

A. From 4 to 6 inches. Roads very small, fortresses very large.

Q. 6. Classify Military Maps?

A. Strategical or very small scale maps, i.e., 10 miles to 1 inch. Tactical or small scale maps, i.e., 1 inch, $\frac{1}{2}$ inch, or $\frac{1}{4}$ inch to 1 mile. Large scale maps, i.e., 2 inches to 1 mile and upwards. The latter rarely available in war.

Q. 7. Classify Field Sketches.

A. 1 inch to 4 inches to 1 mile, executed by specially trained officers. Rough sketches made by regimental officers and N.C.O. with such service instruments as the Prismatic compass, protractor and sketching board with a pencil.

Q. 8. What scale maps are likely to be available for regimental officers in war time?

A. Those of from $\frac{1}{2}$ inch to $\frac{1}{4}$ inch to 1 mile. Therefore this would entail enlarging (to a scale of not more than 4 inches to 1 mile usually).

Q. 9. How is this done?

A. Draw squares of any convenient size on the original map, $\frac{1}{2}$ inch to $\frac{1}{4}$ inch, and on the paper on which the enlargement is to be drawn, divided into the same number of squares whose sides have the required ratios, then sketch in by eye all detail from the original, so that objects have the same position relatively to the squares as they do in the original.

Q. 10. State the difference between scales on the maps of the U.K. Canada and India, and Foreign countries and South Africa.

A. Former countries—miles to inches or inches to miles. Latter—the proportion of 1 to some multiple of 10., i.e. 1000000

Q. 11. Why are conventional signs used in military work?

A. Because they enable an amount of information to be shown on a sketch or map which could not otherwise be conveyed.

Q. 12. Enumerate the chief conventional signs used on Field Sketch.

A. Those showing roads, rivers, railways, telegraphs, telephones, bridges, embankments, cuttings, canals, woods and orchards, marsh, heath, village, churches, footpaths, field with hedges, fences, crops, obstacles, demolitions, windmills, telegraph, and post offices, wells, British troops, and opposing forces, entrenchments, yards, feet, and inches. True and magnetic north, etc.

Q. 13. What additional information is required in the case of some of these?

A. (1) A Railway marked single or double.
(2) A Road Metalled (or otherwise) Unmetalled.
(3) Cultivation, its nature and if passable (or otherwise) by troops. (4) Woods, their nature and if passable by all arms (or otherwise).
(5) The nature of a bridge (i.e. wooden) roads, railways, etc., stopped by the margin the name of and distance to nearest important villages to be written (e.g. To.....10 miles).

Q. 14. How are roads on the English ordnance $\frac{1}{2}$ inch map classified?

A. First, second and third class roads.

Q. 15. How do you show disposition of troops on a sketch or enlargement?

A. You need not draw them to scale. Write in strength and unit alongside of margin. Put P.S. and R. for piquet, support and reserves in outpost schemes, show direction of a "Patrol" by an arrow.

Q. 16. What governs the lettering on a sketch?

A. All names of towns, villages, rivers, etc.,

to be in black lettering. Any simple form of lettering may be otherwise adapted, the letters to be separated and horizontal except in the case of names of canals, rivers, railways, roads, etc., which are written along them. Words describing a tract of land should be spread out to cover it if possible.

Q. 17. How many kinds of slopes are there?

A. Three, i.e., Uniform, Convex, Concave (slopes usually shown as a gradient, e.g. $1/20 \times 60 = 3^\circ$ of slope).

Q. 18. How are they shown on a sketch?

A. By form lines, i.e., approximate contours.

Q. 19. How are hill features shown on military maps?

A. (1) Contours (on form lines). (2) Contours and hachuring. (3) Hachuring alone. (4) Layer system (altitude tinting).

Q. 20. Which of these has most advantages and why?

A. Because Contours: (1) Show hill forms with exactness. (2) They require little artistic skill. (3) Do not obscure the detail much. (4) Can be reproduced by lithography, but they require more labor and are expensive.

Q. 21. What information do Contours or form lines close together or far apart convey?

A. In former case steeper slopes than in latter, when Contours bend they portray a spur or projection or a valley or re-entrant to ascertain which, read the numbering of successive contours.

The system adopted in France of indicating a spot on the map, where you wish artillery fire to be opened on, etc.

The scale of maps used are 1 inch to 1,000 yards.

The maps are divided into squares, each square 6 inches long. This 6 inch square is again divided, i.e., each 6 inch side of the square is divided into 6 and the lines are joined up to form the large square 36 smaller squares which are 1 inch square. The large squares are lettered from A to as far as necessary. The small squares are numbered from left to right, 1 to 36.

SEE DIAGRAM A

In the above portion of A large square you wish to find spot below figure 17. You divide figure 17 square into 4 equal squares. You letter them with the a, b, c, d, and then you divide square d (or any of the other squares in square 17, if necessary) into 100 equal squares and you number them 1, 2, 3, 4, etc., at the bottom from left to right and 1, 2, 3, 4, up to 10 from bottom to top. You then describe your spot in this manner:

Sheet 24—This being the number of your map.

A—This being the letter of the large square.

17—This being the number of the small square.

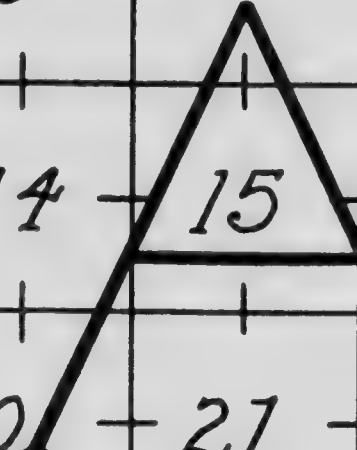
d—This being the letter of small square in 17.

3·8—This represents where the lines cross spot required to be indicated. (Read first ~~up right~~ and then ~~down~~). *up right*

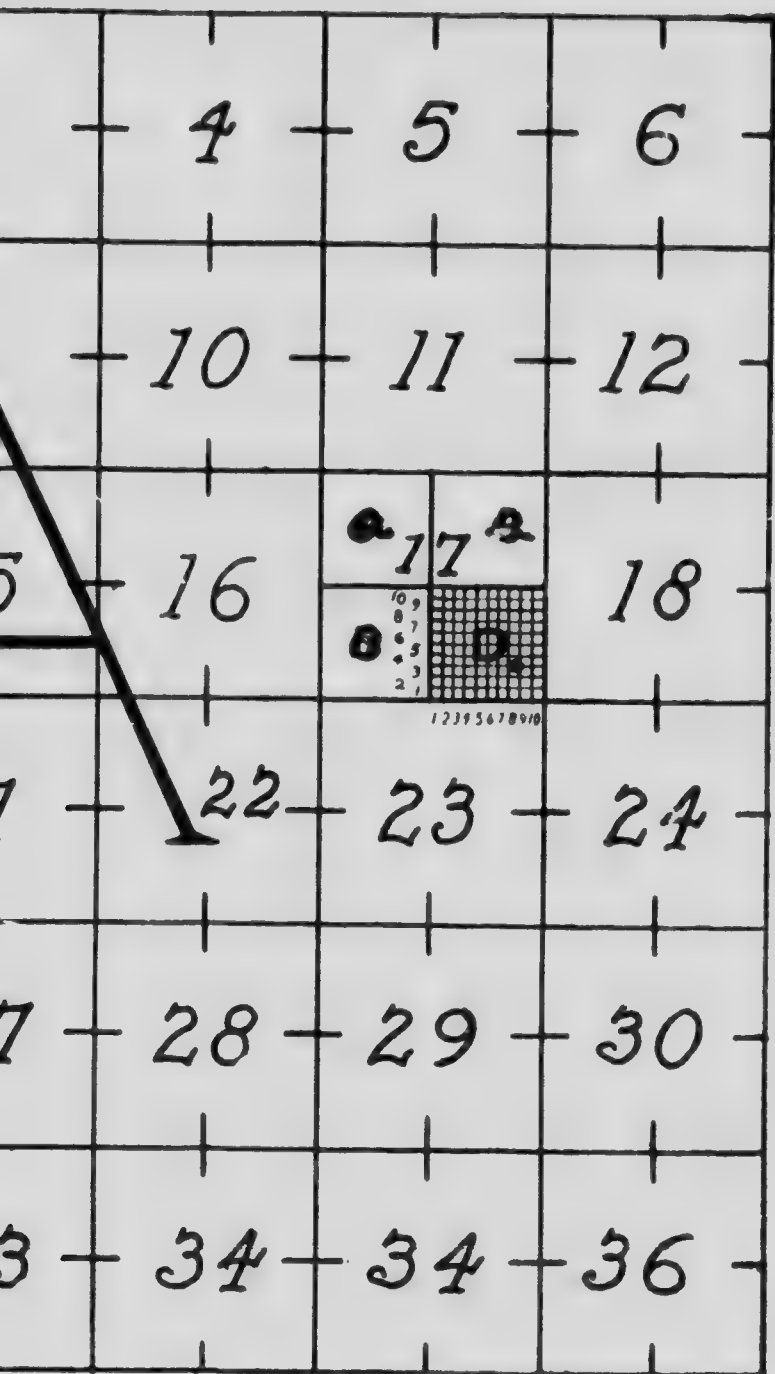
Sheet 24. A. 17. d 3·8 is the telephone message to the Artillery Officer.

-	1
-	2
-	1.
-	1
-	2
-	3

1	2	3
7	8	9
13	14	15
19	20	21
25	26	27
31	32	33



A triangle is drawn on the grid, with vertices at the intersections of the grid lines. The vertices are located at the intersection of the second and third columns and the second and third rows (bottom-left), the intersection of the third and fourth columns and the third and fourth rows (top), and the intersection of the third and fourth columns and the fourth and fifth rows (bottom-right).



N.C.O. CLASS

Week-End Questions and Answers September 2, 1916

Q. 1. What are the duties of section commanders when reinforcements come into the firing line?

A. 1. (a) Section commanders retell off the firing line into sections. (b) Old section commanders give ranges to those reinforcing.

Q. 2. If an assault is successful what should immediately take place?

A. 2. (a) Unit commanders should reorganize their commands. (b) The captured position should be put in a state of defence against counter attack. (c) The enemy should be pursued.

Q. 3. Describe how a working party is marched out to dig entrenchments.

A. 3. In file or single file, wheeled along in rear of the alignment, halted at intervals of 5 feet. Each man marks his task, lays down his tools, steps back and takes off equipment and rests until all are in position.

Q. 4. What is meant by a revetment? Of what materials is it usually composed and how constructed? How should sand bags be built into a parapet or wall?

A. 4. A revetment is a retaining wall to keep earth standing at a steeper slope than it would naturally stand.

Composed of brushwood. Strong stakes driven in at the base of the wall of earth, their tops held back by wires to "deadmen" or pickets, brushwood piled in between the stakes and the wall.

Sometimes composed of canvas or boards.

Q. 5. Outposts. What instructions will be given to a sentry group on outpost duty?

A. 5. The limits of the front they are to watch, who are on each side of them, where their picquet is, how to get back to it, what to do with anyone trying to get through, what to do if attacked, what patrols are going out or in and by what routes and at what times, the countersign, the names of all roads, etc., in their neighborhood, the hour of their relief.

Q. 6. As N.C.O. in charge of a patrol consisting of yourself and four privates, state: (a) What information you should get from your commanding officer; (b) What you would do if your patrol has to spend the night in the open.

A. 6. (a) (1) Points of information required; (2) Distance and direction to go; (3) Information regarding the enemy; (4) Information regarding movements of our own troops; (5) Information regarding topography of the country; (6) Time to be away; (7) Where to report. (b) After dark move into a position from which escape is easy near the main road and keep a man on watch all night.

Q. 7. What is meant by the command, "Cease Fire?"

A. 7. (i) Cease fire immediately; (ii) Re-charge the magazine if it is empty; (iii) Re-cock the rifle if it is not cocked; (iv) Engage the safety catch.

Q. 8. (a) What is meant by "Rapid Fire?" When is it used? (b) What provisions are made to ensure that fire from a platoon is distributed evenly over a given frontage?

A. 8. (a) Fire in which each man fires at his own best rate for combining rapidity with accuracy. Twelve or more rounds per minute. Used for covering the advance or withdrawal of neighboring units, pursuing the enemy with fire, checking assaults or cavalry attacks, in final preparation for assault, when good targets are exposed for a short time.

(b) (i) Each section is assigned a definite portion of the frontage. (ii) Men are trained to fire at the point of the allotted portion of the frontage corresponding with their own relative position in their section.

Q. 9. (a) What rules must be observed in selecting the site for a camp or bivouac?

(b) How would the water supply be marked, if taken from a stream?

A. 9. (a) Site should be on dry and preferably gently sloping grassy ground, with a good water supply near, and if possible supplies of fuel, forage, and straw also. Avoid steep slopes, large woods, with undergrowth, low meadows, bottoms of narrow valleys, newly turned soil and sites of old camping grounds.

(b) Drinking water with white flag. Water for animals with blue flag. Water for washing with red flag.

Q. 10. Who looks after the company supply of ammunition in the firing line?

From what source would it be replenished, and who is in charge of this reserve?

How many rounds would be carried on each man?

(a) Under ordinary circumstances?

(b) Before going into action?

A. 10. Company Q.M.S.

Supply replenished from regimental reserve which is under the B.S.M.

(a) 120 rounds.

(b) 200 rounds generally; in present war, 250 rounds.

N.C.O. CLASS

Week End Questions and Answers

August 26, 1915

Q. 1. State what points should be observed, with reason for each, in using the pull through for: (a) Cleaning the bore; (b) Oiling the bore.

A. 1. (a) Flannelette to be 2×4 inches—a larger piece would jamb; a smaller would not exert enough pressure. Flannelette to be oiled. Oil helps to loosen the fouling. Flannelette to be in middle loop. End loop for withdrawing cord in case of jamb. First loop for gauze, if used. Keep pullthrough off ground—to avoid grit. Pull through from breech to muzzle—so as not to pull dirt with mechanism. Steady pull—at stopping place dirt would be left. Straight pull—to avoid cord-wear of barrel. (b) Use narrower piece of flannelette, so as not to squeeze oil out before it enters the bore.

Q. 2. What are the points to be observed in the firing position standing?

A. 2. Legs apart, body light, weight of both feet evenly, good bed for butt in shoulder, firm grip with both hands, left elbow under rifle, right elbow nearly horizontal, sights not inclined, rifle loaded, safety-catch disengaged, first pull taken on trigger.

Q. 3. Explain your action as a N.C.O. in placing a private under close arrest. (Confinement to the Guard Room).

A. 3. He will be placed under close arrest without altercation, and the fact reported to his company commander. The N.C.O. marching the prisoner to the guard room will obtain the assistance of one or two privates as an escort

and the N.C.O. should avoid coming in contact with the prisoner. A charge sheet should be sent to the guard room as soon as possible and in any event within twenty-four hours.

Q. 4. A soldier has been sentenced to forfeiture of pay and also to stoppages. Explain the meaning of this sentence.

A. 4. Forfeitures are cancellations of pay for absence without leave, for time spent in detention, for time in arrest on charge for which offender is afterwards convicted, for every day in hospital on account of sickness caused by offence committed by him and for desertion or fraudulent enlistment. Stoppages are deductions from pay for extra messing, barrack damages, loss or damage to uniform, kit or equipment.

Q. 5. The V.I. of a map is 20'. By means of contour lines show a hill 120' high which is steep in the east side and has a more gradual slope on the west side.

A. 5.



Q. 6. (a) What is meant by the variation of the compass? (b) Give a method of determining the north point by a clear night.

A. 6. (a) The compass needle points to the magnetic north; the angle between this direction and the true north is the variation of the compass. (b) Stand facing the north star and you are looking true north.

Q. 7. What do you understand by duty roster?

A. 7. A tabulated form or register containing the names of corps or individuals.

Q. 8. How are duties classified?

A. 8. Guards, Escorts, Picquets, Working Parties, Fatigues.

Q. 9. Describe the probable distribution of a platoon acting as an advance guard.

A. 9. No. 1 Section—Advanced Party—divided into patrols—centre “the point,” flanking patrols called “flankers.”

Connecting files to Supports 200 yards to 300 yards distant.

No. 2 Section—Supports moving in file or extended order—with flankers on each side.

Connecting files to Main Guard 300 yards to 400 yards distant. Nos. 3 and 4 Sections—Main Guard, in file or fours. Flankers on each side.

Connecting files to Main body, 500 yards to 600 yards distant. Position of O.C. head of Supports.

This would protect a force from one company to two companies in strength.

Q. 10. What would be the action of the patrols of the advanced party upon discovering the enemy to be a short distance in front of them?

A. 10. Report it by signal or messenger to O.C. Advanced Party. Extend and work up closer to enemy trying to get round his flanks and find out the limits of his position and his strength; report as soon as any information was gained or at regular intervals.

N.C.O. EXAMINATION

August 15, 1916.

Time, 2 Hours.

1. What will the guard do in each of the following cases:

- (1) An armed party passes by night.
- (2) The Commanding Officer passes the second time by day.
- (3) The Colonel of another battalion passes.
- (4) Grand Rounds comes by night.
- (5) Visiting Rounds comes by day.
- (6) A fire.
- (7) The Governor General of Canada passes.
- (8) Your Colonel in mufti passes.
- (9) Reveille sounds.
- (10) Another battalion carrying rifles passes.

2. (a) Show how a hill 60 feet high is indicated on a military map. (b) If a map has a scale of $1/15840$, how far apart are two towns which are 11 inches apart on the map?

3. What is a roster? What rosters are kept in a battalion? How are they made out and by whom are they kept?

4. (a) What do you understand by "March at ease?" (b) Mention five points you would impress upon your section to make them efficient marchers.

5. Draw a diagram of a company on outpost indicating the number of men in each section and state briefly the particular duty of each section.

6. What are the rank badges of: (a) 1. A Colonel; 2. A Battalion Sergeant Major who is a warrant officer; 3. A Lieutenant-Colonel;

4. A Signal Sergeant; 5. A Lance-Corporal?

(b) What is the difference between a Lance-Sergeant and a Sergeant?

7. State your complete duty as company orderly sergeant in the case of:

(a) A man who comes on parade drunk and disorderly.

(b) A man who comes on parade unshaven though warned before.

8. Show a plan and a cross-section of a trench indicating parapet, parapades, traverse and fire-step, indicate depth and width of trench with thickness of parapet.

9. You are platoon sergeant in charge of a platoon detailed to act as advance guard to your company marching along a road. Show how you would distribute your men and the distances between parts; also indicate where you will march.

10. (a) As N.C.O. in command of a patrol going out what information should you get from your commanding officer? (b) You find a troop of enemy's cavalry are in Thorold. Write the message you would send back.

N.C.O. CLASS

June 30, 1916.

Time, 2 Hours

1. State briefly what you know about (a) Reconnoitring patrol; (b) Parapet; (c) Starting Point; (d) Close billets.

2. You are a Company Sergeant Major in charge of No. 1 picquet of No. 1 Outpost Company, having under you five N.C.O.s and thirty men. Show in detail what disposition you will make of your men, i.e., sentry groups reconnoitring patrol, etc.

3. Give examples of where the following will be awarded: (a) Fines; (b) Forfeitures; (c) Stoppages.

4. A sentry is on duty at the Guard House. State what he would do when the following pass.

(a) An unarmed party under a Subaltern.

(b) The O.C. the Battalion for the second time that day.

(c) A Major.

(d) A regiment of Cavalry (armed).

(e) A Brigade of Artillery without its guns.

5. (a) What is the difference between rank and appointment? Give examples.

(b) What are the rank badges of (1) Major General; (2) Lieutenant Colonel; (3) Bandmaster who is a Warrant Officer; (4) Battalion Q.M.S.; (5) Company Sergeant Major.

6. Describe the way in which an N.C.O. will place a man in close arrest, and state exactly what his duties are in connection with the matter until it is settled by an officer.

7. You are teaching a recruit to aim at a target. What main faults will you look to for criticism?

8. Why is the barrel of your rifle grooved? Illustrate by a diagram what you mean by the line of sight and the trajectory.

9. (a) Explain Vertical Interval, Contour, Representative Fraction. (b) Show three methods of expressing a scale on a map.

10. (a) Who keeps the N.C.O. duty roster and in what order are the names entered. (b) What is meant by Close arres?

N.C.O. CLASS

June 12, 1916.

Time, 2 Hours

(All Questions of Equal Value)

1. What are the duties of a section commander in the firing line?

2. Draw a diagram of a company on outpost duty showing distribution and state main function of each part.

3. Explain by sketches, or by description, what is meant by the following: (a) Parapet; (b) Parados; (c) Fire Step; (d) Traverse; (e) Communicating Trench.

4. Longmore and Exeter are 18 inches apart on a map. Scale of map equals $1/15840$. Find distance between the two places. Show by contours a hill steep on one side and more gentle on other.

5. (a) Why is the barrel of your rifle grooved? (b) Describe the firing position lying.

6. What should a guard do in each of the following cases: (a) An armed party passes at night; (b) Grand Rounds approaches by day; (c) The C.O. of the Battalion passes for the second time during the day; (d) Visiting Rounds approaches by day; (e) A regiment of cavalry (armed) passes?

7. What are the following and what should they contain: (a) A guard report; (b) A minor offence report?

8. Describe how a N.C.O. would place a man in close arrest, stating exactly what his duties are in connection with the matter until it is settled by an officer. How would a N.C.O. deal with a man repeatedly coming late for parade?

9. What are fines, forfeitures and stoppages? Give examples of each.

10. (a) What is the difference between rank and appointment? Give examples of each. (b) What are the rank badges of: (1) a Lance Corporal; (2) A Bandmaster who is a Warrant Officer; (3) A Battalion Sergeant-Major who is not a Warrant Officer; (4) A Company Sergeant Major; (5) A Lieutenant Colonel?

